

1 October 1981

MEMORANDUM FOR: Director of Data Processing
THROUGH: Executive Officer
FROM: Chief, ODP Administrative Staff
SUBJECT: Weekly Report for the Week Ending
30 September 1981

PERSONNEL

STAT [redacted] resigned effective 30 September 1981.
STAT [redacted] are scheduled to
report to the ODP Administrative Staff on 5 October 1981.
STAT [redacted] transferring from the Office of Communications
from the Office of Sigint Operations.

ADMINISTRATIVE

The Director of Medical Services advises all employees
that in case of medical emergency, dial extension [redacted] and
provide the following information: name and extension of caller,
location, patient's name and badge number, and problem and/or
condition of patient.

The Office of Medical Services will administer flu
immunizations from 19 - 23 October 1981. They will be given
in the Headquarters Building between the hours of 1:00 and 4:00
p.m. during this period. Schedules for immunizations at other
locations will be arranged by the Nursing Office.

All employees are reminded that CFC Pledge Cards must be
returned to their respective keypersons in order that they may
be turned in to the Office of Personnel.

As of 22 September 1981, ODP had 21 delinquent Performance
Appraisal Reports. They break down as follows: ODDP (1),
CSS (3), OPSD (1), SPD (11), ED (4) and PROD (1).

